



**MEMBERS GUIDE
TO COMPLETING
THEIR
4-H MEMBER
RECORD**



RECORD KEEPING

Record keeping is one of the unique 4-H learning opportunities.

- What is record keeping?
- Why should I do it?
- How will it help me?

Record keeping is a process that can be used throughout life in many ways.

Value of Record Books

We looked at record books that had some things in common and some differences. It's OK that they are different. How are these record books alike and different from scrapbooks? Why do you think 4-H members do record books? What do you see as the value or benefit of doing records? Here are some reasons for doing 4-H records:

- Place to record goals, work done, and what happened
- Way to keep track of money spent and financial gains or losses
- Keep track of what happened each year
- Source of goals or plans for coming year
- Helpful when applying for 4-H county/state opportunities, awards and scholarships
- Information for employment or college applications
- They're like a scrapbook and help us remember fun memories

Not only is there value in keeping 4-H records, members benefit by learning new things. When 4-H'ers keep records they learn:

- To plan and organize their work
- To evaluate what the 4-H experiences meant to them
- To follow directions and pay attention to details
- Skills that they will continue to use during their lives

Several 4-H projects start with the purchase of supplies, materials, or animals. Use the project specific record pages to record these capital purchases.

When should I start my 4-H record?

Don't wait!

Don't hesitate!

Start now!

START BY SETTING YOUR GOALS!

What are goals?

A goal can be anything that you want to accomplish . . . something you want to learn, build, make, grow . . . or something you want to achieve in some other way. A goal is something to guide you. Goals help you to plan your time and your activities. Goals help you to see the future.

What Makes a Smart Goal?

S = Specific

Goals should be to the point, focused and clearly define the what, why and how of you intended plan. *WHAT* are you going to do in the next year? Use action words such as organize, lead, practice, develop, plan, build, etc. *WHY* is the important to do at this time? What do you want to ultimately accomplish? *HOW* are you going to do it?

M = Measurable

Goals should have a specific target to measure so you know exactly when a goal is achieved. For example, a goal to "do better in my math class" is vague and doesn't explain how you'd like to improve. A goal that reads "I would like to attend an extra tutoring session about algebra by January" is a measurable goal that you can check off when you complete.

A = Attainable

Goals should be ones that you can accomplish. While goals should stretch your thinking or will a little, they should not be so far out of reach that you lose commitment quickly.

R = Realistic

Goals should be practical ones you can achieve with some effort! Too difficult and you set the stage for failure, but too low sends the message that you aren't very capable.

T = Timely

Set a timeframe for the goal: next week or end of the school year. Putting an end point on your goal gives you a clear target to work towards. Without a time, often you will put the goal on the backburner and lost commitment.

When Writing Your Goals:

Answer the following questions for the project you are setting goals for. You may have more than one answer to some questions and no answers to others . . . That's OK!

 Something I would like to SEE _____

 Something I would like to DO _____

 Something I would like to LEARN _____

 Something I would like to EXPERIENCE _____

 Something I would like to EXPLORE _____

 Something I would like to MAKE _____

Why are goals a part of our 4-H project records?

You use the skill of goal setting over and over in life.

- Academic goals (school work, scholarships)
- Personal goals (what can happen to you in the future?)
- Employment goals (writing your first job application)

Goal setting should be thought of as a "life skill" - a skill or skills that you will need throughout your whole life to be successful.

YOUR 4-H RECORD

Title Page

(required for all record books)

- Each record book should contain a "Permanent" record
- This records all of your points and is utilized for end of the year recognition
- These points are accumulated throughout your entire 4-H membership

Project Record Pages

- These pages should reflect the projects you enrolled in
- Use one page per project
- These are removed each year (except for records that follow a specific project animal—i.e. dairy)
- It is the overall book and project page(s) that are assessed by your club leader and county committees for Outstanding Record Book

4-H PROJECT AREA FORMS

What are the project areas to record under?

Use a project specific form for each project you enrolled in.

- Cake Decorating
- Child Development
- Citizenship (health, social and political sciences)
- Clothing
- Cloverbuds / Exploring
- Communications
- Cultural Arts (all areas)
- Computer Science
- Dairy
- Electricity
- Foods / Nutrition & Food Preservation
- Goats
- Home Environment
- Horses
- Knitting/Crocheting
- Livestock (beef, sheep, swine)
- Mechanical Sciences (includes aerospace, bicycling, robotics, small engines, scale models, tractors)
- Natural Resources and Environmental Education (includes shooting sports, wildlife, recycling)
- Plant and Soil Science (includes crops, vegetables, flowers and houseplants, home grounds)
- Poultry
- Rabbits
- Self Determined (includes inter-generations/international)
- Small Animals (dogs, cats, pets)
- Veterinary Science
- Woodworking
- Youth Leadership

PUTTING A TRADITIONAL RECORD BOOK TOGETHER

At the beginning of the 4-H year your general leader should give you the record forms that you need as well as your project literature. You can also go on-line and print off your own forms at: <http://clark.uwex.edu/4-h-youth-development/project-area-information/>

Keep them safe!!!

Supplies you'll need:

- Green recordbook cover (front and back) with metal binder
- Title Page
- 4-H Project Area form(s)
- Pens/pencils (prefer black ink)
- Ruler
- Scissors
- Hole Punch
- Rubber cement/glue (displaying pictures)
- Paper
- Newspaper articles about you and your club
- Pictures from your year in 4-H

Additional supplies you may want to use:

- File folder or pocket folder to keep clippings and other information in
- Index file folders
- Highlighter
- Fairbook and Project Guide
- Contact paper
- Recipe card box and index cards
- Monthly calendar

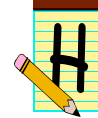
You may put these things in your recordbook to add a personal touch:

- Pictures that show you at a 4-H event/activity/contest
- Pictures that show project work in various stages & final form
- Newspaper clippings that indicate a member's involvement in club/county/district/state/national events

CREATIVE 4-H PROGRAM RECORDS

There are a number of ways that youth can report about their 4-H experiences and projects. These ideas include:

- Keeping a diary / journal
- Scrapbook**
- Record on video tape*
- Record CD/PowerPoint presentation*
- Record on a cassette*
- Portfolio (notebook)*



*must attach a printed copy of script used

**Scrapbooks are a record keeping option and are eligible to compete for Outstanding Record Book. Permanent record pages must be completed to be eligible for pins (bronze, silver, etc.)

Information that is required to accompany or be included in the record:

- Title Page form
- Permanent Record Sheet form
- Include information such as list of projects and years in the project, judging events, speeches or demonstrations, activities, and service to your club (this information is normally found on the green covers of a traditional record book)

CREATIVE IDEAS FOR PROJECTS AND 4-H STORIES

COVERS

You should receive a front and back cover to protect your records. You will only receive set of covers (you do not get a new for each year). The insides of the front and back cover must be completed each year.

When completing the inside back cover, use one line per year if possible. Judging and demonstrations, activities and service to your club should be highlighted.

When the covers get filled, photocopy the old covers or include the old covers in your record book some other way. A new cover can be obtained from your club leader.

FORMS

The four parts of your traditional record book should be arranged between the front and back cover in this order.

- Title Page (appendix A) - includes your name, 4-H club, age, # of years in 4-H, index
- Permanent 4-H Record Pages
- Project Record Pages
- Special Recognition

SUPPORT MATERIALS

- Write a story/poem/song
- Include mementos
- Make an outline
- Use clipart / make comic strips
- Insert newspaper clippings or draw pictures
- Make a collage (not to exceed your book size)
- Pictures of ribbons/trophies
- Pictures with captions
- Make pop-up pictures

OPTIONAL SUPPORT MATERIALS

- Special Recognition (no ribbons—i.e. certificates)
- Additional pictures, clippings, etc.

RECORD BOOK CHECK LIST

Why Do A Record Book? 4-H Record Books will help you keep track of the achievements and activities that you participate in throughout your 4-H career. The information on the project record sheets may be used to fill out applications for awards, trips, scholarships, and resumes. The information will help you put into writing your accomplishments, recording your growth and development in 4-H.

The following items may be included in the Record Book IN THIS ORDER:

- _____ 1. **Front & Back Cover:** filled out and up to date.
- _____ 2. **Title Page:** Picture of youth (optional but nice), name, age, club, or whatever the youth wants to include about themselves.
- _____ 3. **Clark County 4-H Member Permanent Record Sheets:** Completed each September 16 through September 15 of the current year.
- _____ 4. **Table of Contents (optional):** Can be simple with just projects and year listed across from project – page numbers are not needed.
- _____ 5. **Project Sheets:** Member should have project sheet for each project they are enrolled in.
- _____ 6. **Project Pictures & Newspaper Clippings:** Insert after project sheet(s). One picture per project recommended (no more than 2 per project). Newspaper clippings should pertain to project.
- _____ 7. **Activity Pictures* & Newspaper Clippings:** One picture per activity recommended (not more than 2 per activity). Newspaper clippings should pertain to activity.
- _____ 8. **Market Animal Sheet:** Can be a supplement to project sheet - not in place of sheet.
- _____ 9. **No loose papers.**
- _____ 10. **Record Books may be either typed or handwritten** but must be your own work.

***Pictures:** Pictures are great if built into a little story to help explain your project work. However, too many pictures make a photo album – not a Record Book (one picture recommended – no more than two). Use pictures only about you and your project.

What Is NOT Needed In Record Book:

1. **No** ribbons, letters, certificates, program booklets, score sheets, etc. are to be put in your Record Book. These items belong in a scrapbook*.

*Scrapbooks are a record keeping option and are eligible to compete for Outstanding Record Book. Permanent record pages must be completed to be eligible for pins (bronze, silver, etc.)

2. Last year's records are **not needed** and **will not** be considered. Remove them from your Record Book and save them elsewhere (many members opt to file these in a 3 ring binder). **Only Dairy, Dog, and Horse Records** should be kept year to year (these records stay with your project animal)
3. Newspaper clippings **not** related to project/activity.
4. Do **not** include any other project books or literature in the Record Book.